



Washington State Department of Early Learning

“Kids’ Potential, Our Purpose.”

10.1.8 Monitoring Visits Procedure Tip Sheet

When is it effective? November 1, 2009

What does it mean to me?

When conducting monitoring visits as the assigned licensor, you must:

- Use DEL monitoring checklists from the Insider
- Make an unannounced visit
- Record a monitoring visit in FamLink
- Conduct center monitoring visits at least yearly and family home monitoring visits every 18 months
- Record facility’s employee names on a monitoring checklist
- List all WAC/RCW violations noted on a compliance agreement
- Require licensee to write in the plan of correction and dates
- Encourage licensee to make written comments
- Document the site visit in FamLink within five business days

What is important to remember?

- Respectfully communicate with the child care facility and parents or legal guardians.
 - Provide accurate information about any licensing violations, including information on what to expect when completing a Compliance Agreement.

Resources associated with the policy:

- 10.1.8 Monitoring Visits Policy
- 10.3.1 Monitoring Visits Procedure
- 10.9.3.6 FH Monitoring Checklist
- 10.9.4.6 Ctr. Monitoring Checklist
- 10.9.4.12 SA Monitoring Checklist

Training expectation:

- Supervisors are responsible for ensuring that all licensing staff have read and understand and follow all new policies as they are distributed

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parents and
partners, we offer
children world-
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Use the Licensing Issues Application, located on the Insider Licensing page, to report any issues with current documents.